



UNIVERSIDAD DE
COSTA RICA



Code of Ethics

The Code of Ethics of Revista Estudios is the expression of the compromise to execute the editorial labor, in all its stages, with the highest standards of quality, integrity and transparency.

Objectives

The code of Ethics of Revista Estudios has two objectives:

1. To ensure the strict fulfilment of the editorial process.
2. To facilitate good editorial practices through the understanding of ethical principles that rule scientific publications at a national and international level.
3. Give guidelines for the resolution of controversies or disagreements between the parts that are involved in the editorial process.
4. Promote between the authors the gestation of an academic production with the highest standards of quality.

Ethical Principles

The ethical principles that rule the publication of scientific articles in Revista Estudios are based on the norms established by the Committee of Publication Ethics (COPE) in 2013 and other observations of the World Organisation of Copyright.

1. Principle of Authorship

It refers to the right of every author to have his authorship recognised over “literary and artistic creations like books, musical works, paintings, sculptures, movies and works done by technological means like computer programs as well as electronic databases” (OMPI, 2016, p.4), among others. Also, it refers to the necessity of the responsible use of the published information and the corresponding citation always.

2. Transparency Principle

It refers to the disposition of Revista Estudios to ease the information that evidences the stages of the editorial process from the moment the article is submitted to the moment where it's accepted or rejected.

3. Integrity Principle

It refers to the compromise of Revista Estudios to act in a consequent manner with the norms that rule this publication and the scientific investigation in the University of Costa Rica. As well as the respectable use of the information and data given by the authors, evaluators and editors.

4. Principle of mutual respect

It refers to the disposition of the magazine to establish relationships of dialogue and agreement between the participating parts of the editorial process: authors, editors, reviewers, diagrammers, etc., before, during and after the publication process.

5. Principle of Quality

It refers to the responsibility of the magazine to guarantee the pertinence, coherence and suitability of the scientific articles it publishes. As well as striving for a continued improvement of the publication and its editorial process.

6. Principle of Open Access

It refers to the duty of Revista Estudios to act coherently with that stipulated by the University of Costa Rica, which as an entity of superior education promotes open access to academic information, as long as it is used with respect and recognising the correspondent authorship.

Responsibilities of the parts involved

During all the editorial process there is three fundamental parts: the authors, the evaluators and the Editorial Committee. Each of them has different responsibilities that promote the optimal development of the scientific publication. Below the responsibilities of each of the parts are detailed.

A. Responsibilities of the Authors

- ✓ By proposing the article to Revista Estudios the author understands its compromise to follow everything established by the Publication Norms and thus the corresponding to the normative of the University of Costa Rica and the legislation of the Republic of Costa Rica.
- ✓ Present an original work.
- ✓ Not to postulate the document simultaneously in any other editorial entity of any virtual media know or to be known.
- ✓ Recognise the authorship of the author or authors that participate in the article.
- ✓ Know everything concerning Revista Estudio, its scope, author norms, politics of use and documents for the authors.

- ✓ Recognise always clearly through the use of APA the sources of the data used in the article (citations, affirmations, etc.).
- ✓ Always use data that comes from a trustworthy source that can be replicated accordantly with the open access policy of the University of Costa Rica.
- ✓ Know and accept the copyright conditions that your article will be put through if published: <https://revistas.ucr.ac.cr/public/journals/21/documentos/Carta-de-Derechos-de-Autor.pdf>
- ✓ In case the author discovers any mistake in the article it's his duty to communicate it immediately to the editor to correct it as soon as possible.
- ✓ In works with more than one author everyone must know the final version and the publication conditions.
- ✓ To all the previous responsibilities the ones in the Copyright letter will be added.

Conflicts of Interest

During the process of editorial management the information given by the author in the article must not be used for personal investigation by no one that has access to it, even if he has explicit permission from the author. The correct proceeding would be waiting for the work to be published to later cite it as it corresponds.

In case of conflicts of interest this must be informed immediately to the editor who will inform the editorial committee to reach a resolution that affects the least the editorial process. The committee will decide based on the mechanisms of Alternate Resolution to conflicts and the Costa rican jurisdiction.

B. Responsibilities of the evaluators

- ✓ Give all the necessary help to the editor in the process of evaluation in pairs.
- ✓ Give precise recommendations to the authors to improve the quality of the documents presented.
- ✓ Every evaluator that does not feel qualified to revise the assigned text because of factors of time, form of the manuscript, theme or other; must notify the editor immediately to avoid a delay to the evaluation process.
- ✓ The assigned texts must be treated as confidential before, during, and after the process. Therefore, they shouldn't be shown or discussed with anyone.
- ✓ The information of the documents submitted for revision must not be used in personal benefit by the evaluator.

- ✓ The revision of the document assigned to the evaluators must be done in an objective and impartial manner.
- ✓ The evaluators must clearly manifest by writing their comments and observations for the improvement and correction of the document as well as explaining the reasons behind them.
- ✓ The evaluator must communicate to the editor if the document being revised has considerable similarities to other documents of their knowledge.
- ✓ Comply with the assigned time for revision and use at every time proper language, respectful, clear and concise, to give their observations.

Conflicts of interest

During the process of revision by pairs the evaluator must not examine documents where conflicts of interest interfere, due to professional relationships in the investigation area or by other motives in which any type of relationship with the authors or the institution the authors represent is present.

In case of conflicts of interest this must be informed immediately to the editor who will inform the editorial committee to reach a resolution that affects the least the editorial process. The committee will decide based on the mechanisms of Alternate Resolution to conflicts and the Costa Rican jurisdiction.

C. Responsibilities of the Editorial Committee

- ✓ The Editorial Committee is the the only one with power to decide which texts submitted will be published.
- ✓ Ensure that the Norms of the Author and other rules established by Revista Estudios and the editing institution are followed.
- ✓ Guarantee that the documents submitted to the magazine are reviewed only by intellectual merit and not by ideological currents or any other disposition defended by the author.
- ✓ Facilitate the diffusion of the magazine in different academic and investigative areas.
- ✓ Provide the necessary information for the evaluators involved in the editorial process.
- ✓ Not divulge confidential information about the results of evaluations, observations or corrections, among others.
- ✓ Recommend experts in different areas of humanities that could integrate the evaluating team.

- ✓ Suggest the postulation of articles that result from investigations, thesis defense, internships, etc. for Revista Estudios.
- ✓ Back up the quality of the articles published in Revista Estudios.
- ✓ Collaborate with the evaluation of articles, specially in the ad portas revision.

Conflicts of interest

During the process of reception and acceptance of the article for further publication, the Editorial Committee must remain attentive and vigilant in all the stages of the process. The biggest responsibility falls over the editor because its the one that mediums between the authors, evaluators and the editorial committee.

In case of possible eventualities due to any conflict of interest during the process, the editor in charge must communicate it to the management of the magazine to coordinate from here the pertinent actions.

Since the beginning and until publication or rejection of the postulated article the Editorial Committee will not be able to reveal to anyone the information or data contained in the articles received by Revista Estudios.

It's important to clarify that:

In case of the retirement of the article by author: they must notify the people in charge of the Revista Estudios through and email to revistaestudios.eeg@ucr.ac.cr with copy to: revistaestudiosucr@gmail.com explaining the reason behind the petition. Later, an official document will be written to liberate the article of the cease of copyright.

In case of a withdrawal from Revista Estudios: this procedure is realised when it's considered that the information presented in the document is of doubtful origin or any unacceptable editorial practice is proved.

In case of rejection from Revista Estudios: The author is immediately informed and from that moment on they can use their text as they consider.

Unacceptable editorial practices

- Total plagiarism of the document
- Fraudulent asseverations or without scientific or investigative foundations
- The copy of quotations or other elements that are presented in the manuscript wrongly or falsely referenced.
- Multiple publication in a magazine with similar focus inside or outside the country.
- Exclusion of any of the coauthors of the article that has contributed significantly to it.
- Not recognising the source of financing of the investigation, if they were any.

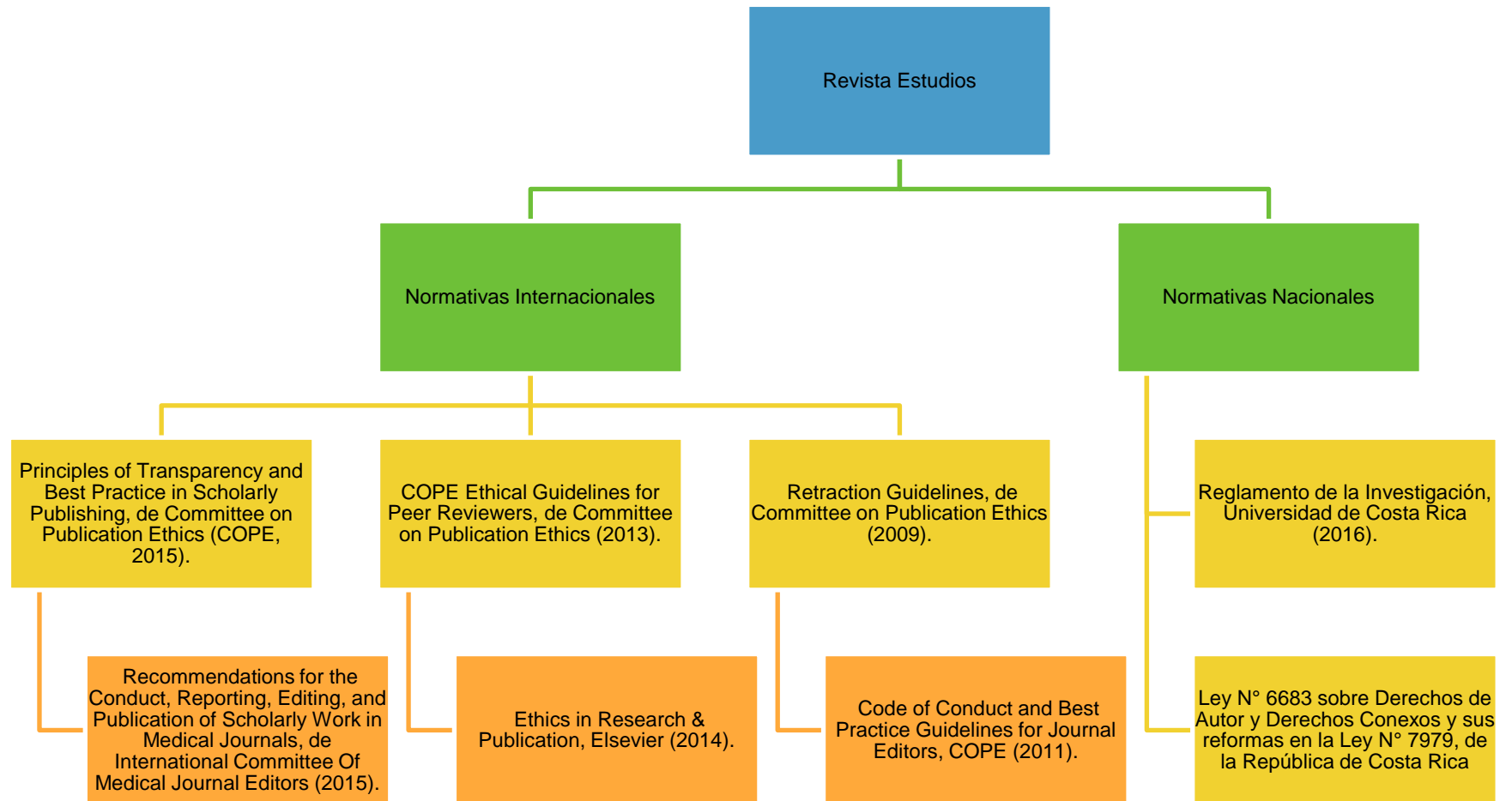
- Take advantage of information of unpublished articles.
- Appoint the evaluators of each article.
- Charge for an article published under the license of Creative Commons 3.0 of non commercial sharing attribution as Revista Estudios uses.
- Alter or delete the scientific results of an investigation.
- “Total or partial duplication of versions of the same results of and investigation” (Baiget, 2010, p.61).

With the purpose of avoiding conflicts and infractions during the scientific investigation and at the same time promote good editorial practices, Revista Estudios facilitates to the postulants in the block titled: Guides and Documents for authors the next:

1. Norms of the Author or Norms of Publication: <https://revistas.ucr.ac.cr/index.php/estudios/about/submissions#authorGuidelines>
2. Letter of Acceptance of Copyright: <https://revistas.ucr.ac.cr/public/journals/21/documentos/Carta-de-Derechos-de-Autor.pdf>
3. System for plagiarism detection: <https://revistas.ucr.ac.cr/public/journals/21/documentos/Doc-4-Sistema-de-Detecci%C3%B3n-de-Plagio-esp%C3%B1ol.pdf>
4. APA citation handbook: <https://revistas.ucr.ac.cr/public/journals/21/documentos/Estilo-de-la-APA-2017.pdf>
5. Evaluation guide: <https://revistas.ucr.ac.cr/public/journals/21/documentos/Guia-de-Evaluacion-de-los-articulos-e-investigaciones.pdf>

Official page of Revista Estudios: <https://revistas.ucr.ac.cr/index.php/estudios/index>

Revista Estudios stipules its editorial ethic based on the following norms



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